



Office of Congresswoman Thelma Drake  
STUDENT VOLUNTEER SERVICE AGREEMENT

Section I – Assignment Data

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_  
\_\_\_\_\_

Student's Home Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Academic Level:    ☐ Undergraduate    ☐ Graduate    ☐ Non-Degree Seeking

Academic Discipline: \_\_\_\_\_

Assignment Location:    Office of Congresswoman Thelma Drake  
                                  ☐ Washington, D.C.            ☐ Virginia Beach District Office  
                                  1208 Longworth Building    4772 Euclid Road, Suite E  
                                  Washington, D.C. 20515    Virginia Beach, Virginia 23462

*Assignment Duties: The Student Volunteer will assist District Staff in handling word processing, database maintenance, the office correspondence management system (Intranet Quorum), filing, faxing; greeting visitors, answering telephones and taking messages; opening, stamping, sorting and logging incoming mail; responding to general constituent requests and correspondence; and, with office projects.*

Proposed Duration of Assignment:    ☐ Fall 20\_\_\_\_  
(Specifics will be discussed during the interview process,    ☐ Spring 20\_\_\_\_  
following submission of application materials.)    ☐ Summer 20\_\_\_\_



**Office of Congresswoman Thelma Drake**

**Section II – Student Volunteer Agreement**

I understand that:

I will NOT receive pay or other compensation for services rendered;

I am NOT considered to be a Federal employee for any purpose other than for purposes of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680, and U.S.C., Chapter 81, relative to compensation for injuries sustained during the performance of work assignments;

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to consciously safeguard Government business, which is not for public information;

This agreement may be terminated at any time by myself or the Office of Congresswoman Drake; and that

A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Section III – Supervisor's Agreement**

I certify that:

Supervision of the Student Volunteer will be provided and a record of attendance and a written evaluation of the student's performance will be provided to the student at the end of this assignment;

The volunteer services to be performed by the student, as outlined in this Volunteer Service Agreement, will not displace any employee or supplant the normal and regular duties of paid employees; and,

The volunteer services to be performed by the student will not result in any direct or indirect benefit to the student's sponsoring organization or anyone else with whom the individual is affiliated, other than broadening the individual's knowledge through service of significant educational benefit.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date